

AREA IV

S-1 Gazette

March 2003

YOUR ROAD MAP TO MILITARY PAY ISSUES

OFFICE HOURS

Main Finance (Bldg 1685) & In/Out Proc. (Bldg 1103)

0900-1500 M-W, F

Camp Carroll (Bldg T-138)

0900-1500 M-W, F

765-8697/8504/8774

Camp Hialeah (Bldg T-251)

0900-1500 M-W, F

763-7303/7370

FINANCE NUMBERS

Battalion Commander 725-8838

Battalion CSM 723-7959

Detachment Commander 768-7575

Detachment Sergeant 768-8449

Customer Service 768-6944/7813/7519

Travel 768-7658

Disbursing 768-6927

In/Out Processing 768-7022/7416

OFFICE CLOSURES

Finance will close at 1200 on 19 March.

FINANCE BRIEFINGS

In-processing Briefings are held from 0900-1100 M-W & F at Bldg 1103 for all Army soldiers in Area IV. Soldiers should have 7 copies of all orders, along with 5 copies of the following: plane tickets, DA 31, DA 4187 (for hometown recruiting), any statements of non-availability, and TDY/DLA advances.

Out-processing Briefings are held from 1000-1100 every Tuesday at the Camp Henry Theater. Soldiers should bring 7 copies of orders, a working copy of DA 31 (leave form), and 1 copy of travel itinerary or port-call. Soldiers **MUST ATTEND** an Outprocessing Briefing NLT 30 days prior to their DEROS.

PAC SUPERVISORS' CORNER

We have seen an increase in the number of late transactions recently, especially leave transactions. **Leave transactions must be submitted for processing within 72 hours of the soldier signing in from leave.** This requirement is outlined in AR 600-8-10 Leaves, Section IV, Paragraph 12-7, Subparagraph A. The unit PAC submits leave transactions on a UTL to the receiving section. This provides the PAC a chain of custody for the submitted leave forms and ensures timely processing of your soldiers leave. UCFRs and entitlement verifications for BAH-DIFF are due by **10 March**. Documents must be submitted by 5 Mar to affect midmonth pay and by 20 March to affect end of month pay.

COMMANDERS' CORNER

1. W-2s:

2002 W-2s are now available via MyPay. If you do not have a pin number to access MyPay, the Finance office has the capability to assign soldiers a MyPay pin number, which allows soldiers to access their pay account at www.dfas.mil/myPay.

2. W-2's FOR DITY CLAIMS: All soldiers who filed a DITY claim here in Korea during 2002 need to come to the Finance office to pick up their W2.

3. TAX PREPARATION AND THE LEGAL ASSISTANCE OFFICE HOURS: The Legal Assistance Office located in building 1805, Camp Henry, is available to prepare taxes Monday through Friday from 0900 to 1200 hours and from 1300 to 1700 hours. If you have any questions, you may contact the Legal Assistance Office at 768-6631.

4. SAVINGS BONDS: Soldiers who have bonds going to the wrong address need to submit a change of address on DD Form 2559 through their PAC.

5. BAH FOR SOLDIERS WITH HAAP ASSIGNMENTS: All soldiers who accept their HAAP assignment and move their dependents to a location *other* than their HAAP, are entitled to BAH for where their dependents are located.

6. TRAVEL VOUCHERS (TDY): All personnel who submit travel vouchers for settlement need to ensure that they have five (5) copies (original plus four copies) of the travel voucher, travel orders and all receipts applicable to that particular TDY travel.

7. NEW MINIMUM HOLDING PERIOD FOR US SAVINGS BONDS: The minimum holding period for Series EE and Series I bonds is extending from 6 months to 12 months, effective February 1, 2003. Bonds issued January 2003 and earlier will continue to have a 6-month minimum holding period. This means if you purchase a Series EE or I bond with an issue date of February 2003 or later, you must hold on to the bond for 12 months before you can cash it. The current semi-annual rates of return for Savings Bonds held at least five years is 3.25% for Series EE Bonds and 4.08% for Series I Bonds. For more information about savings bonds, see the website: www.savingsbonds.gov.

8. MILITARY PAPER CHECK CONVERSION: Effective 10 February 2003, the Finance office can now convert checks into electronic fund transfers. When you present a completed, signed check to the cashier, the information from your check is used to generate an electronic transfer of funds from your account in the amount of the check. Your check will be voided and returned to you along with the cash amount of the check.

Help Your Soldiers By Reviewing Your UCFR

The UCFR is a tool you can use to better manage your soldiers' pay. It is a unique monthly report, generated by the Defense Joint Military Pay System (DJMS) that provides a one-page summary of each soldier's pay account. As a Commander/ISG, you know your soldiers, where they live, and the status of their dependents. The UCFR allows you to ensure your soldiers receive the correct entitlements and provides you with leave and debt balance information. Use it as a training tool by asking your Platoon Leaders/Sergeants to review their soldiers' entitlements. Distribution of the UCFR to commanders is monthly, along with the end-of-month LES's. Instead of reviewing each LES, the commander can review the UCFR. This will save time and speed-up LES distribution to soldiers in your unit. Each unit's UCFR is alphabetically organized by last name. Review each soldier's account by reading from left to right. Submit a signed, certified copy of the UCFR with supporting documents through the PAC to the Finance Office on a Unit Transmittal Memorandum (UTM) for processing.

FINANCE WEBSITES

<http://175fincom.korea.army.mil>

<http://asafm.army.mil/DFAS>

www.dfas.mil/myPay

“LEAD THE WAY”